

JOB DESCRIPTION

Employment Details	
Job Title	School Site Assistant
Reports to	Site Manager / Regional Estates manager
Salary Band	TWHFNJC K

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role
To support the school site and associated site staff in a range of duties to ensure the smooth operation of the school

Responsibilities
- To support the security of the premises as required. To include the opening up and locking of premises including extended school provision, lettings and emergency call outs. - To undertake a range of re-decoration and minor maintenance work, as agreed with the Site or Regional Estates Manager to ensure a high standard of repair & decoration throughout the school. - Undertake activities to maintain a safe and clean external environment e.g. gritting, litter picks, waste collection and removal, graffiti removal, safe access routes and keeping drains free from obstruction. - To carry out Health and safety checks including: Fire, emergency lighting, Legionella and keeping accurate up to date records under the direction of the Site or Regional Estates Manager. - To operate of the premises programmed systems, ensuring that all plant and equipment operates at maximum efficiency and economy, with special regard to energy conservation and to regularly inspect equipment to ensure that it is clean and in a safe working order, reporting any deficiencies as appropriate. - To assist with cleaning duties as required, or where appropriate the monitoring of cleaning contractors, supporting during periods of absence, or where additional cleaning is required. - To undertake general portage duties to include the setting out and putting away furniture as necessary. - Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person. - Contribute to the overall ethos/work/aims of the school and federation. - Appreciate and support the role of other professionals.

- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Provide a high level of customer service to all stakeholders.
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times.
- React to unforeseen emergency situations taking appropriate actions.
- As a keyholder, the post-holder should be contactable outside normal working hours. They will be expected to respond appropriately in the event of emergencies arising at any time.

Physical Effort:

- At certain points of the day the post-holder will be expected to undertake bending, lifting and stretching in the course of their duties e.g. minor maintenance work, remedial painting and decorating, repairs to fixings, receiving deliveries of goods and equipment, setting out and putting away furniture. Due to the nature of Site Assistant there will be an expectation that the post-holder will be exposed to dirt and dust which on occasions, for example adverse weather conditions, may be higher than normal.

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:		Issue Date:	
Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training	
Essential	Desirable
• Good numeracy/literacy skills / GCSE (or equivalent) Maths and English C or above • Knowledge and experience in premises management • Working knowledge of Health, Safety and Site policy • Good written and verbal communication skills • Full clean driving license • Working knowledge of Microsoft applications •	• NVQ 2 OR equivalent qualification desirable
Skills and Experience	
Essential	Desirable
• Willingness to undertake induction training • Willingness to participate in development and training opportunities • Handyperson experience • IT literate • Ability to work on own initiative • Ability to relate well to children and adults	• Caretaking/site-keeping experience in a school or similar environment • Relevant experience desirable • Team-leading skills •
Specialist Knowledge	
Essential	Desirable
• Working knowledge of relevant polices/codes of practice/legislation • Knowledge of moving and handling procedures	• Specific training in specialist area
Personal Traits	
The successful candidate will:	
• Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times. • Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries. • Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace. • Have values that align with the ethos and culture of The White Horse Federation.	